

JCS Child-care, Inc Seeks Office Support Staff

Qualifications:

- Knowledge of MS Word, Access, and Excel
- 2-3 years experience in office procedures
- Good telephone and communication skills
- Knowledge of Group Home or Care Provider industries a plus

General Information:

- \$9.50/hr.

Contact:

- [Apply online at VOS. Click here to be connected to VOS.](#)
- [For VOS Assessment & Resume Builder/Assistance click here for details.](#)

For more information visit the Career Transition Center

3447 Atlantic Ave.
Long Beach, CA 90807
(Major Cross Streets: Atlantic/Wardlow)

**Greater Long Beach
Workforce Development System**

Career Transition Center • Youth Opportunity Center
Department of Community Development
City of Long Beach
(562)570-3700 • (800)292-7200
www.longbeachworkforce.org